

## **Routines and Procedures**

### **Discuss with Group**

- What is the procedure for arrival/departure? (What about the parents' routine?)
- What is the procedure for taking care of personal belongings?
- How do you get the children's attention when you need it?
- What is the procedure for obtaining materials?
- What is the procedure for the start of groups?
- What is the procedure to get help when needed?
- What is the procedure for working in groups?
- What is the procedure for meeting personal needs (e.g., restroom)?
- List any problematic transitions in your class that could be improved by designing and teaching procedures/routines. (Hand out)

### **Classroom Routine Practice**

- Label your important classroom routines. What are the desired outcomes?
- Discuss the steps with classroom staff.
- Determine adult roles/jobs.
- Document the steps to be taught to students. Think about the potential errors they could make.
- Teach and practice these routines. What will this look like? Remember to plan for visuals.